

DEPARTMENT OF THE ARMY  
79th Ordnance Battalion (EOD)  
52d Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5000

AFOD-B (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplement to OI 600-8-22, Awards and Decorations dated 31 May 2000.

1. PURPOSE. Supplement policies and procedures outlined in 52d Ordnance Group (EOD) Operating Instruction (OI) 600-8-22, Awards and Decorations.

2. SCOPE. This supplement is directive in nature and is applicable to all personnel assigned or attached for duty with the 79th Ordnance Battalion (EOD) and its subordinate units.

3. Paragraph 3, change sentences one and two to read: Draft recommendations for Meritorious Service Medal (MSM) and above must arrive at the 79th Ordnance Battalion (EOD) no later than (NLT) 90 days prior to the departure date of the individual or desired presentation date. Final recommendations must arrive NLT 75 days. Also include the recommended soldier's most current, legible, Army Physical Fitness Card. Draft recommendations for the Army Commendation Medal (ARCOM) must arrive at the 79th Ordnance Battalion (EOD) NLT 60 days prior to the departure date of the individual or desired presentation date. Final recommendations must arrive NLT 45 days prior. Draft recommendations for Army Achievement Medal (AAM) must arrive at the 79th Ordnance Battalion (EOD) NLT 45 days prior to the Departure date of the individual or desired presentation date. Final recommendations must arrive NLT 30 days prior.

4. Paragraph 5, add following subparagraphs:

a. Units will provide draft copies of proposed recommendations for review to the 79th Ordnance Battalion, ATTN: S1 by email in sufficient time to meet deadlines for completed recommendations to arrive at this headquarters. This headquarters will provide input to recommendations on a one time review basis.

AFOD-B

Supplement 1 Awards and Decorations OI 600-8-22

b. Commanders desiring to recognize deserving individuals for singularly meritorious achievements with impact awards of the Army Achievement Medal must coordinate with the Commander, 79th Ordnance Battalion (EOD). Requests for impact awards of the Army Commendation Medal must be coordinated through Commander, 79th Ordnance Battalion (EOD) with Commander, 52d Ordnance Group (EOD). If approved, completed DA Form 638, Recommendation for Award must arrive at this headquarters NLT five working days after approval.

c. Units will maintain a unit awards log, tracking recommendations from submission to presentation. Commanders and First Sergeants are responsible for ensuring awards are not overlooked or forgotten.

5. Add the following sentences:

a. Paragraph 5-b. Units will prepare this memorandum with the Group Commander's signature block and letterhead for the Battalion Commander to review and submit.

b. Paragraph 5-j. Units will submit request for badges (with all supporting documentation) to Battalion S1 45 days prior to the presentation date.

6. Efficient and Effective.

PATRICK J. KELLY  
LTC, OD  
Commanding

DISTRIBUTION:

A

